

ALABAMA BOARD OF COURT REPORTING

Post Office Box 241565

Montgomery, Alabama 36124-0066

Phone: 334.215.7232

FAX: 334.215.7231

Web Site: www.abcr.alabama.gov

INSTRUCTIONS FOR COMPLETING THE CEU APPROVAL REQUEST FORM

Note: This form is to be completed only for those CEU's that have not been approved by NCRA, ACRA, or NVRA or its affiliate divisions.

General Statement

The ABCR desires to provide courteous and timely service to all licensees. To maximize its efficiency and the level of service, the Board will process complete requests for CEU Approval only. Incomplete Requests will be returned to you. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your request.

Send to:

ABCR

P.O. Box 241565

Montgomery, AL 36124-0066

CEU Approval Request Form

This form must be typewritten or printed in ink and must be legible. Complete the entire form. Leave no space blank. If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of your request for CEU Approval.

Your full name and license number are essential for identification purposes. If complete course information is not submitted, the request form will be returned to you.

Review Process

Once your **complete CEU Approval Request Form has been received**, your request will be reviewed by the Continuing Education Review Committee (consisting of two Board members). You will then be notified of your status by letter following the Committee's review.

Questions

If, after you have completely read these instructions, and the CEU Approval Request Form, you still have questions or comments, you may contact:

Jackie Kephart, Licensing Agent

Phone: 334.215.7232 FAX: 334.215.7231

E-Mail: abcr@leadership-alliance.org

Web Site: www.abcr.alabama.gov